

Spirit FM Women's Conference FAQ

Q: How do I view my ticket?

A:

1. Visit <https://www.eventbrite.com/>
2. Log into your Eventbrite account (Don't have an account? Click [here](#))
3. On the upper right-hand corner, click "Tickets"
4. Under "Orders," click "Spirit FM 7th Annual Women's Conference"

Q: How do I make changes to my ticket (food option, shirt size, name, etc..)?

A:

1. View your ticket (steps to view your ticket can be found [here](#))
2. On the right side of your ticket, click "edit"
3. Under edit you can change your:
 - a. First name
 - b. Last Name
 - c. Email
 - d. Address
 - e. Phone number
 - f. Birth Date
 - g. Lunch option
 - h. T-shirt size
 - i. Church you attend

Q: I want to buy a Premium or VIP table (sold as a set of 10 tickets only,) but I don't have all of the information (food options, shirt sizes, names, etc..)

A: You can buy the tickets now and change those options later in your account!

1. Purchase all 10 tickets. Make sure you put down names, (even if it's all the same name or "friend 1, friend 2, friend 3, etc..) T-shirt size, and lunch option.
2. When you're ready to update your information, **log into your Eventbrite** account and make changes to your desired ticket. Click here for steps to [view your ticket](#). Click here for steps to [edit your ticket](#).
3. Don't have an Eventbrite account? Follow the steps on Question 4.

Q: What if I don't have an Eventbrite account?

A:

1. Find your confirmation email from Eventbrite (noreply@order.eventbrite.com)
2. Scroll down to the section called "Order Summary"
3. Under "Order Summary," you have the option to "view and manage" your order online.
4. This will take you to the Eventbrite Log In screen. If you do not have an account, click "Sign up for Eventbrite" at the bottom of the page
5. Follow the prompts and enter the email address you used to purchase your ticket
6. Eventbrite will send you an email with instructions to create your password
7. Click here for steps to [view your ticket](#). Click here for steps to [edit your ticket](#).

Q: What if I want to register as a Religious Sister, Nun or Priest?

A: We'd love to have you! Please call 813-289-8040 for instructions.

Q: What if I want to be a vendor, exhibitor, or sponsor?

A: Please visit <https://www.myspiritfm.com/vendors> to complete the Vendor/Exhibitor Application and Vendor/Exhibitor License and Liability Agreement Form.

Once you've filled out your forms, you will email them to Lori Mendelsohn at lmendels4@gmail.com , Lori will contact you within 7 days, and send you the link to register on Eventbrite. You will not have to fill out forms again. 😊